

ATTACHMENT E



**MARICOPA COUNTY
MINORITY/WOMEN-OWNED SMALL BUSINESS ENTERPRISE PROGRAM**

M/WSBE ASSURANCES AFFIDAVIT

(NOTE: Failure To Complete And Submit This Affidavit With The Bid May Be Cause For Rejection Of The Bid)

The undersigned, fully cognizant of the Maricopa County M/WSBE program requirements and the W/MSBE goal established for this Contract, hereby certifies that in preparation of this Bid:

(The entity submitting the bid)

(CHECK ONE)

_____ Will meet the established _____ % M/WSBE participation goal for this Contract

_____ Will provide the necessary documentation to the Minority Business office to establish that a good faith effort was made.

The first and second apparent low Contractors will specify their M/WSBE participation on the Actual M/WSBE Participation Affidavit or provide documentation of their good faith efforts. If M/WSBE participation is "None", the Participation Affidavit will be completed and with "None" so stated therein, together with the documentation of the Contractor's good faith efforts to meet the M/WSBE participation goal. This documentation will be reviewed and evaluated by the Minority Business Office to determine whether in fact a comprehensive good faith effort was implemented. The required affidavit shall be obtained by the apparent low Contractors from the Minority Business Office, 2901 West Durango St., Phoenix, AZ 85009, telephone 602-506-8600, following the bid opening and verbal notification from the Procurement Consultant of the Procurement Agency. A **SAMPLE** affidavit form for reference purposes follows.

Name of Firm

Signature

Title

State of Arizona)
County of Maricopa)ss

Subscribed and sworn before me on this ____ day of _____, 20____

By _____
NOTARY PUBLIC

ATTACHMENT F



Maricopa County Minority and Women-Owned Small Business Enterprise Program
Actual M/WSBE Participation Affidavit
(Completed Affidavit Must be submitted within seven (7) calendar days following Bid Opening)

Name of Prime Contractor

Project Name & Contract Number

Contact Person

Total Amount of Contract:

Street No.

M/WSBE Participation Goal: _____ %

City

State

Zip

Minority/Women-Owned Firm

Principal

Address

Type of Work

Subcontract Amount

The undersigned will enter into a formal agreement with the M/WSBE Contractor/Suppliers listed above upon execution of a formal Contract with Maricopa County

State of Arizona)

)SS

County of Maricopa)

Signature

Subscribed and sworn before me this _____ day of _____, 20____

Title

By _____

Date

NOTARY PUBLIC

My Commission Expires: _____



**MARICOPA COUNTY
MINORITY/WOMEN-OWNED SMALL BUSINESS ENTERPRISE PROGRAMS OFFICE**

CONTRACTOR CERTIFICATE OF GOOD FAITH EFFORT

The intent of this certification is to document the good faith efforts implemented by the apparent low Contractor in soliciting and utilizing M/WSBE firms to meet the established M/WSBE goals for County contracts. This certificate will assist Maricopa County in determining whether the apparent low Contractor has implemented "good faith" efforts in accordance with the Maricopa County Minority Business Program. The burden of proof rests with the apparent low Contractor.

(NOTE: Prior to filling out this certificate, it is important that Contractors review the "good faith" efforts requirements located in the section of the project specification booklet.)

Failure to implement "good faith" efforts to the satisfaction of Maricopa County may result in rejection of the bid.

I, _____, do hereby acknowledge that I am the
_____ of _____ who has
been identified as the apparent low CONTRACTOR on Project/Contract No. _____.

Provide a brief summary of why the established M/WSBE goal for this project has not been met. (Attach additional sheets if necessary.)

I hereby certify that I have made comprehensive "good faith" efforts to solicit and utilize County certified M/WBE/DBEs to meet the established M/WSBE goal of this Contract as demonstrated by my responses to the following questions:

A. IDENTIFYING SUBCONTRACT WORK ITEMS

Contractors are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting the established M/WSBE Contract goal. In selecting items of work to be performed, Contractors will consider, where appropriate, breaking down contracts into economically feasible units to facilitate M/WSBE participation. Contractors are reminded that only certified M/WSBE firms can be used as participants towards meeting the Contract goals. The M/WSBE certification listing, the "City of Phoenix and Maricopa County Disadvantaged Business Enterprises Certified Business Directory," is available on the Internet and at the Maricopa County Department of Public Works. This listing is the only authorized source from which to select M/WBE/DBEs.

1. Which portions of the contract bid, in terms of the nature of the work, were selected to be subcontracted to M/WSBE firms?

B. NOTIFYING M/WSBE FIRMS OF CONTRACTING OPPORTUNITIES

1. Solicitations by mail/fax must be made to all M/WSBE firms identified from the Certification Listing that perform the type of work which the Contractor is proposing for subcontracting. Following this initial solicitation, at least one follow up telephone call must be made to any of the M/WSBE firms who have not responded to the initial mailing.
2. In the spaces provided below, indicate which firms received written solicitations for work items to be subcontracted. In the appropriate space, also indicate when the M/WSBE firms received subsequent follow up telephone solicitations. Please attach additional sheets so that all firms contacted are listed and attach photocopies of all written/fax solicitations to MBE/WBE/ DBEs to this documentation.

M/WSBE Firm	Contact Person	Date	Telephone #	Follow-up Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Were the services of the Maricopa County Department of Transportation used to assist the Contractor in the recruitment of M/WBE/ DBEs or to assist in solving other problems?

YES _____ NO _____

Contact was made by: Telephone _____ Written correspondence _____

Date contacted _____ Staff person contacted _____

C. PROVIDING M/WBE/ DBEs WITH ASSISTANCE

1. Explain any efforts undertaken to provide M/WBE/ DBEs with information regarding project plans, specifications and requirements of the Contract:

2. Describe any efforts initiated to provide special assistance to M/WSBE firms interested in participating in this project:

3. Describe any efforts undertaken to assist interested M/WSBE firms to obtain bonding, lines of credit, or insurance required by the County for this Contract:

4. Was solicitation for M/WBE/DBEs advertised in local papers, ethnic periodicals, or trade journals? If YES, please list the name of the periodical and date advertised.

D. SOLICITING QUOTES FROM M/WSBE FIRMS

Contractors must solicit in good faith with interested M/WSBE firms. Bids from interested M/WBE/DBEs should not be rejected by Contractors without sound justification based upon a thorough investigation of the capabilities of the M/WSBE firms.

1. Indicate in the space provided below which M/WSBE firms submitted quotes on the Contract bid. Also, provide a brief explanation of why any of these M/WSBE quotes were rejected. If price was a determining factor, provide documentation to show the non-minority bid quotes. Please attach additional sheets if necessary.

Name of M/WSBE Firm

Explanation for rejection

EXHIBIT 1

The Maricopa County Parity Partners is a partnership of business leaders of various associations and government agencies interested in increasing procurement opportunities for minority and women-owned business enterprises. The Parity Partners serve in an advisory capacity to the Maricopa County Minority and Women-Owned Business Enterprise Program, and is available to the community for further advice, assistance, and guidance in doing business with minority and women-owned businesses.

Frank Rivera Associated Minority Contractors of America 2912 W. Clarendon Phoenix, AZ 85017 Tele- 602-241-1097 Fax- 602-277-1306	Patricia Tellez Arizona Hispanic Chamber of Commerce 255 E. Osborn, Ste. 201 Phoenix, AZ 85012 Tele- 602-279-1800 Fax- 602-279-8900
Joe Castillo Grand Canyon Minority Supplier Development Council P. O. Box 1268 Phoenix, AZ 85001 Tele- 602-495-9950 Fax- 602-495-9943	Tina Culleen American Indian Chamber of Commerce of AZ 2601 N. Third St., Ste 100 Phoenix, AZ 85003 Tele- 602-240-2422 Fax- 480-892-1975
Debbie Hinegardner City of Phoenix 251 W. Washington Phoenix, AZ 85003 Tele- 602-534-0120 Fax- 602-534-1785	Lisa Wormington Arizona Department of Transportation 1739 W. Jackson, #127P Phoenix, AZ 85007 Tele- 602-712-7761 Fax- 602-712-8429